

## APPLICANT INFORMATION

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### Introduction

Thank you for expressing interest in employment with Wide Bay Water. The following information will help you understand our selection process and should assist you in preparing your application.

Wide Bay Water recognises the value of a diverse workforce and is committed to the principles of equal employment opportunity. All selection decisions will be based on merit.

### Process for applying for a job

1. Submit your application by the advertised closing date to:

*“Confidential Position: insert name of position”*

Wide Bay Water

PO Box 5499

Hervey Bay Q 4655

OR by e-mail to: [recruitment@widebaywater.qld.gov.au](mailto:recruitment@widebaywater.qld.gov.au)

OR by fax to: (07) 4125 5118

2. Within fourteen days of the position closing date you will receive written acknowledgement from Wide Bay Water that your application has been received.
3. Applicants who are shortlisted to undertake further selection processes (such as an interview) will be contacted by phone.
4. Shortlisted applicants will be notified of the outcome once the selection process is finalised.

### The position description

You should read the position description very carefully as it describes the duties and requirements of the position and outlines the criteria used as the basis for selecting the best person for the job. If you require more information regarding the position, contact Emma Conway on 07 4194 7701 or Julie von Schill on 07 4194 7710.

The wording of the selection criteria reflects the level of knowledge, skills, etc required to successfully fill the position. For example:

- ⇒ *Knowledge of, or an ability to rapidly acquire knowledge of* means that you have the potential to acquire the skill or knowledge. If you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks etc;
- ⇒ *Demonstrated or proven ability* means that you should have performed the activity or used the skill in the past - actual capability rather than just potential to perform the ability is required;
- ⇒ *Thorough, sound or high level* indicates that advanced skill or knowledge is required.

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### Your application

Your application should include the following:

1. A concise statement addressing each of the selection criteria. Your responses should contain sufficient detail to allow a full assessment of your claims. In writing your response it is suggested that you:
  - (a) Read the selection criteria carefully.
  - (b) Identify and address the specific factors in each criterion.
  - (c) Determine how you meet each criterion:
    - ⇒ Your introductory assertion may be *I possess a high level of skill in.....*
    - ⇒ Support this statement by providing an example of how you have used a particular skill or ability, for example *In my role of....., I have ....*
    - ⇒ Expand your previous statements by describing (step by step) what was involved in the process.
    - ⇒ Provide support or evidence of achievements, such as *the attached statement from...; this resulted in...; I have improved....* These are the results or outcomes of your supporting statement and show how you were successful.
  - (d) Check that you have used positive and specific language. Instead of saying "We have produced a newsletter," outline specifically what you did, for example, "I formatted and edited the newsletter."
  - (e) Ensure that your application is well presented:
    - ⇒ Where appropriate, use dot points in your answers to help with clarity - it will make your application easier to read
    - ⇒ Place each selection criterion on a separate page with the selection criterion stated at the top of the page
    - ⇒ Approximately ½ page per criterion
    - ⇒ Ensure there are no errors and that sentences are grammatically correct
    - ⇒ Avoid "padding" your application with unnecessary information.
  - (f) Check that you have not undersold or oversold yourself.
2. A resume including a summary of your work experience. Your resume should tell us what you have accomplished, rather than merely listing the duties of your previous positions. Personal details such as marital status, age, religion, and the number of children you have should not be included unless they are genuine requirements of the job.
3. The name, position and contact numbers of at least two referees including, where possible, your current or most recent supervisor.

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### **The interview**

The interview provides you with an opportunity to demonstrate your merit, skills and qualifications to succeed in the job. If you have any special requirements to enable you to attend an interview (eg. building access, communication assistance), please let us know when you are contacted so that arrangements can be made.

In the interview you will be asked a series of pre-determined questions based on the selection criteria. The questions will fall into one of the following categories:

- behavioural - how you have handled situations in the past
- situational - how you would handle a particular situation or part of the job
- exploratory - to explore your responses to particular questions.

To prepare for the interview you should give some thought to the questions that might be asked and to the sort of response that will accurately reflect your capabilities. Although the selection panel will be familiar with your written application, when responding to interview questions, you should restate and/or expand on points from your written application as well as raising additional examples and experiences, where required. Please bring any documents, examples etc. that may assist in this process.

### **Reference Checks**

These will be carried out only for the applicants with the strongest overall claim for the position.

### **Conclusion**

Hopefully you have found this information useful in preparing your application. However, if you need more information please phone Emma Conway on 07 4194 7701 or Julie von Schill on 07 4194 7710.